

Weatherization Program Notice 01-5

Effective Date - January 3, 2001

SUBJECT: UPDATED WEATHERIZATION ASSISTANCE PROGRAM APPLICATION PACKAGE AND REVISED REPORTING FORMS

PURPOSE: To issue the revised application package and reporting requirements for the Weatherization Assistance Program for Low-Income Persons (Weatherization) for use by the states.

SCOPE: The provisions of this guidance apply to all grantees applying for financial assistance under the Department of Energy's (DOE) Weatherization Assistance Program for Low-Income Persons.

BACKGROUND: Title IV, Energy Conservation and Production Act, as amended, authorizes the Department of Energy to administer the Weatherization Assistance Program for Low-Income Persons. All grant awards made under this program shall comply with applicable law, including regulations contained in 10 CFR Part 440, and other procedures applicable to this regulation as DOE may, from time-to-time, prescribe.

DOE issued an interim final rule in the December 8, 2000, Federal Register promulgating changes to the Program regulations. This application package and reporting forms incorporate the provisions of the interim final rule governing the Weatherization Program. Many of the budget and reporting forms have been significantly revised to reflect changes in the Program requirements mandated by the interim final rule and amendments to the Energy Conservation and Production Act. The application package was designed to promote national consistency in the grant application, reporting requirements, and operation of the Weatherization Program.

The states were trained on the revised application package and reporting requirements on December 13, 2000, at the 2000 Weatherization State Program Managers' Meeting held in San Diego, California.

PROCEDURES: This application package is to be used by all state agencies applying for grants administered by the Department of Energy's Office of Building Technology, State and Community Programs through DOE's Regional Offices, under the Weatherization Assistance Program for Low-Income Persons. With publication of the December 2000 revised application package, states are asked to discard the October 1998 package and to insert the new package. States will need to submit the applicable changes to the Master File this program year, as well.

The grant application components continue to be divided into two "files" - the "Annual File" and the "Master File." The "Annual File" contains all the grant application components that change annually (e.g., grant application, budget, production schedule, training and technical assistance activities, etc.). The "Master File" contains the application components that are generally unchanged from the previous year (e.g., the state's climatic conditions, the extent to which

priority will be given to the weatherization of single-family or other high energy consuming dwelling units, etc.).

A checklist, which applicants should use to cross-reference 10 CFR 440 rules sections to grant application components, is provided in Section 1.3, Location of Grant Application Components, of the application package. This checklist can also be used to determine if a particular grant application component belongs in the Annual or the Master File.

CHANGES TO ANNUAL FILE: The subgrantee information was moved from the Master File and added to the Annual File.

CHANGES TO MASTER FILE: In the Master File, item 6, Program Management, two sections were removed: Waiver from 40% Material Cost Requirement and the Capital Intensive Average.

BUDGET: The Weatherization Budget Categories on the Federal Assistance Budget Information, Form DOE F 4600.4, have been reordered to match the WinSAGA screens. This will help facilitate states' smooth transition from paper submissions to WinSAGA. A number of changes were made to the budget categories. "Standard" and "Capital-Intensive" were removed from the Program Operations column(s) due to the rule change creating a single average cost per home; and "Standard" and Capital-Intensive Materials, Program Support and Labor were deleted to reflect the legislative change eliminating the 40% materials requirement.

A Vehicle and Equipment category was added. This category will facilitate state purchases of vehicles and equipment with an acquisition cost of \$5,000 or more/unit and their subsequent amortization of the cost over the useful life as permitted by the interim final rule.

With respect to the Energy Audit, funds budgeted in this category must be expended during Program Year (PY) 2001. Thereafter, these funds must be returned to the Program Operations category.

Under the interim final rule, health and safety costs budgeted and reported separately under the health and safety cost category, are not included in the average cost per unit. However, if these costs are budgeted and reported under the Program Operations cost category, these costs are included in the average cost per unit.

WEATHERIZATION ASSISTANCE PROGRAM - PRODUCTION SCHEDULE: On the front of the form, only the total number of planned units column and re-weatherized units column need to be completed. Planned production does not need to be broken out by unit type. Specific unit types are listed simply to remind grantees that production by unit type must be reported quarterly. High residential energy user-occupied and households with a high energy burden were added. On the back of this form, a calculation was added for average vehicle and equipment per dwelling unit was added. This average is then included in the total average cost per unit. Note: DOE recognizes that the total average cost on the Production Schedule could be higher than the allowable average.

CHANGES IN PROGRAMMATIC REPORTS: There are a number of reports that must be submitted. In addition to meeting Program requirements, the information from these reports will allow DOE to more prudently manage the Weatherization Program. The reports and any changes made during this update are listed and explained, by subject matter, in this Program Notice.

QUARTERLY PROGRAM REPORT: The Quarterly Program Report is used to capture the production and expenditures for the quarter. A category was added to this report under Section B, Outlays by Function, to capture vehicles and equipment - acquisition cost. Note: Acquisition (actual) vehicle and equipment costs are used to match net outlays on the Financial Status Report. We also added a category after total grant outlays in this section to capture the vehicles and equipment - amortized costs. Note: Amortized vehicle and equipment costs are used to calculate the average cost per unit. Please also note that enhanced or leveraged units are not to be included on this report. This report, which has three (3) sections, is due 30 days after the end of the quarter.

TRAINING AND TECHNICAL ASSISTANCE: The Training and Technical Assistance (T&TA) Report is designed to elicit a summary of the T&TA activities that states provide. Routine day-to-day activities are not being requested on this report. Rather, only those T&TA activities that States would normally report to DOE are requested. This report had one change in the instructions which allows similar activities to be grouped and reported as single activities. The information gleaned from these reports may be used to facilitate peer-to-peer training, technical assistance and possible resolution of similar problems. The T&TA report is due semi-annually, 30 days after the end of the reporting period.

Note: During the training in San Diego, some states expressed a desire to further simplify the T&TA report. Some participants in the training volunteered to revamp the T&TA report and a small committee was formed. Members of the committee include: Randy Bennett, Illinois; Maria Larson, Indiana; Lionel Holquin, New Mexico; Tim Lenahan, Ohio, (volunteered by Maria); and, Herb Carter, North Carolina. This committee plans to begin work immediately after the first of January 2001. In the interim and until further notice, the T&TA form included in this notice is to be used by the network.

MONITORING REPORT: In the Monitoring Report, DOE is requesting summary information that identifies successes as well as significant problems identified and resolved, as opposed to each and every problem that is found during the reporting period. Only those official visits that would normally be reported to DOE, not routine day-to-day activities, should be reported. No changes were made to this report. The monitoring report is due semi-annually, 30 days after the end of the reporting period. The data from this report may be used to identify national trends, assist in assessing needs for future special programs and projects; and, will help build agenda topics for future conferences.

LEVERAGING REPORT: The Leveraging Report is designed to collect information on the use of leveraged funds. States should report on activities which took place using DOE funds as well as activities undertaken with outside resources that are managed at the state level or that flow through the local agencies. No changes were made to this report. The Leveraging Report is to be submitted semi-annually, 30 days after the end of the reporting period.

SUCCESS STORIES: From time-to-time DOE continues to receive requests to provide "success stories" to DOE upper management and to the Congress. Success stories are formally requested on a semi-annual basis, but states are encouraged to send success stories as often as they occur. Each success story should be captured on a separate page.

Note: The Silver Anniversary of DOE administering the Weatherization Program will occur in 2001. DOE plans to develop and disseminate to the Weatherization network and other interested parties, a Compendium of Success Stories as part of the 25th anniversary celebration. Plans are to include one page (front and back) for each grantee. States are encouraged to start thinking about and collecting information they would like included in this compendium about their individual Weatherization Programs. Each state was provided a copy of the information retrieved from WinSAGA for their particular state to begin this process.

SUMMARY

The application package and reporting forms are hereby issued. With every revision to the reporting forms, DOE attempts to further simplify them, yet capture the necessary information to continue Program improvements and budget defense. We remain open to suggestions for further improvements to the reporting forms, as evidenced by the committee to review and revise the T&TA report. DOE appreciates the cooperation of the States and we look forward to another collaborative, productive year in 2001, our Silver Anniversary year, of providing high quality, cost-effective energy efficiency services to the low-income citizens of our nation.

Gail McKinley, Director
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Energy Efficiency and Renewable Energy